

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No: 8214-4/12-2
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: ___ YES <input checked="" type="checkbox"/> NO				

Requisition/Project No: RQID1300153 **TERM OF CONTRACT:** 5 years with no Options-to-Renew

Requisition/Project Title: Vending Machine Services

Description: The purpose of this Bid Solicitation is to establish a revenue producing contract for Miami-Dade County.

User Department(s): Miami-Dade County on an as needed basis.

Issuing Department: Internal Services, Procurement Mgmt. Div.

Contact Person: Mike Ramos **Phone:** 305-375-5215

Estimated Cost: N/A (Revenue Producing Contract)
Funding Source: N/A (Revenue Producing Contract)

ANALYSIS

Commodity/Service No: 165-92		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation: <u>Maintain SBE Bid Preference as current contract</u>

Signed: Mike Ramos Date to DBD: 6/28/13 Date Returned to DPM: _____

RECEIVED
 BUSINESS DEV.
 DEPT.
 2013 JUL -1 PM 12:58



BID NO.: Draft 6.25.13

OPENING: 2:00 P.M.

, 2013

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

Vending Machine Services

FOR INFORMATION CONTACT:

MIKE RAMOS, 305-375-5215, ramosmi@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

- **READ THIS ENTIRE DOCUMENT, THE GENERAL TERMS AND CONDITIONS, AND HANDLE ALL QUESTIONS IN ACCORDANCE WITH THE TERMS OUTLINED IN PARAGRAPH 1.2(D) OF THE GENERAL TERMS AND CONDITIONS.**
- **FAILURE TO SIGN BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE**

**MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION**



MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number:

Bid Title: VENDING MACHINE SERVICES

MIKE RAMOS - A & E Consultant Selection Coordinator

Bids will be accepted until 2:00 p.m. on _____, 2013

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: The Clerk of the Board business hours are 8:00am to 4:30pm, Monday through Friday. Additionally, the Clerk of the Board is closed on holidays observed by the County. Each Bid submitted to the Clerk of the Board shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and two copies of the Bid Submittal, plus attachments if applicable.

All Bids received time and date stamped by the Clerk of the Board prior to the bid submittal deadline shall be accepted as timely submitted. The circumstances surrounding all bids received and time stamped by the Clerk of the Board after the bid submittal deadline will be evaluated by the procuring department, in consultation with the County Attorney's Office, to determine whether the bid will be accepted as timely.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION.**

MIAMI-DADE COUNTY
INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT DIVISION

SECTION 1
GENERAL TERMS AND CONDITIONS

VENDING MACHINE SERVICES

All general terms and conditions of Miami-Dade County Procurement Contracts for Invitations to Bid are posted online. Persons and Companies that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant Contract. These standard general terms and conditions are considered non-negotiable subject to the County's final approval.

All applicable terms and conditions pertaining to this solicitation and resultant contract may be viewed online at the Miami-Dade County Procurement Management website by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r13-3.pdf>

SECTION 2
SPECIAL CONDITIONS

VENDING MACHINE SERVICES

2.1 PURPOSE

The purpose of this Bid Solicitation is to establish a revenue producing contract for Miami-Dade County (County).

DEFINITIONS

- A. **Zone:** specific areas as defined below where beverage, snack and ice cream vending machines are currently located throughout Miami Dade County.
- a. **Zone 1** – Northeast- Defined as East of 27th Avenue to Miami Beach and North of SW 8th Street to Broward County Line.
 - b. **Zone 2** – Northwest- Defined as West of 27th Avenue to North side of SW 8th Street to Broward County line.
 - c. **Zone 3** – South-Defined as South side of 8th Street to Dade County line including Key Biscayne.
 - d. **Zone 4** –All facilities located in areas outside of zones 1, 2 & 3.
- B. **Monthly Minimum Guarantee (MMG) is defined as:** A monthly payment to the County by the Successful Bidder for a count of 250 installed vending machines or less in zones 1, 2 & 3 in the aggregate. Payment of a MMG to the County does not guarantee sales of products contained in vending machine(s).
- C. **Access Fee (AF)per machine is defined as:** A fee charged to the Successful Bidder for each vending machines installed in zone 4 and for each vending machine installed in excess of 250 in the aggregate for zones 1, 2 & 3, placed on County property for public and County employees use to purchase items listed therein. Payment of an AF to the County does not guarantee sales of products contained in vending machine(s).

2.2 TERM OF CONTRACT: SIXTY (60) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department - Procurement Management Services Division; and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the five year period.

2.3 PRE-BID/PRE-OFFER CONFERENCE (HIGHLY RECOMMENDED)

A pre-bid conference for vending machine services will be held on Month Day, 2013 at Time at Location to discuss the special conditions and specifications included within this solicitation. It is recommended that a representative of the firm attend this conference as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

**SECTION 2
SPECIAL CONDITIONS**

VENDING MACHINE SERVICES

Vendors are requested to bring this solicitation document to the conference, as additional copies may not be available.

Multiple members of individual community councils may be present.

Attendance is highly recommended for those intending to submit a bid. After the conference, vendors may visit some of the locations where the current vending machines are installed, at their own leisure.

Before visiting specific County facilities, vendors need to consider Section 1 – Paragraph 1.45 which includes information regarding requirements for County facilities under strict security regulations.

2.4 METHOD OF AWARD

Award of this contract will be made to the responsive, responsible bidder whose offer represents the highest revenue in the aggregate for all zones. Bidders shall provide a MMG for zones 1, 2, and 3 in the aggregate; plus an AF per machine for zone 4.

The Successful Bidder will be awarded the right to provide vending services in facilities occupied, managed, or otherwise defined for use by the County.

EXAMPLES

Example 1: If there is an even count of 250 vending machines in zones 1, 2 & 3 in the aggregate and 43 vending machines in zone 4 then the total amount due to the County is figured as follows:

Description	# of machines	Rate offered by bidder
Number of machines zones 1, 2 & 3 MMG: \$30,000 per month	250	\$30,000
Number of machines zone 4 AF: \$ 100 per machine	43	\$ 4,300
Total amount due to the County		\$34,300 for this month

Example 2: If there are 240 vending machines in zones 1, 2 & 3 in the aggregate and 50 vending machines in zone 4 then the total amount due to the County is figured as follows:

Description	# of machines	Rate offered by bidder
Number of machines zones 1, 2 & 3 MMG: \$30,000 per month	240	\$30,000
Number of machines zone 4 AF: \$100 per machine	50	\$ 5,000
Total amount due to the County		\$35,000 for this month

Example 3: If there are 265 vending machines in zones 1, 2 & 3 in the aggregate and 50 vending machines in zone 4 then the total amount due to the County is figured as follows:

Description	# of machines	Rate offered by bidder
Number of machines zones 1, 2 & 3 MMG: \$30,000 per month	250	\$30,000
Access fee per machine for zones 1,2 & 3 for any machines over 250 AF: \$100 per machine	15	\$1,500
Number of machines zone 4 AF: \$ 100 per machine	50	\$ 5,000
Total amount due to the County		\$36,500 for this month

SECTION 2
SPECIAL CONDITIONS

VENDING MACHINE SERVICES

2.5 PRICES

The MMG and Access Fee proposed by the Successful Bidder shall remain fixed and firm during the term of the contract. However, the County reserves the right to negotiate the MMG and the AF per machine as deemed in its best interest, based on market research information or other factors that influence price.

2.6 METHOD OF PAYMENT

A. Payments

The Successful Bidder shall make all payments to the County no later than the fifteenth (15th) day of the month for the previous month serviced. For example payments for the month of January 2013 are due no later than February 15th 2013.

Payments should be mailed or delivered to the address listed below:

Miami-Dade County Internal Services Department
Facilities and Utilities Management Division
Attn: Charlotte Horne - County's Project Administrator
200 N W 1st Street
Miami, Florida 33128

The County reserves the right to change the payments mail and deliver location and/or add payment locations as it deems necessary.

Payments shall be submitted with a "Monthly Payment Report", that shall be organized by zone, and detail the amount paid, time period covered, location complete address, department name, number of machines per location separated by type of machine total vending machines, access fee per machine and total paid amount.

The County may request changes to the payment report's format as deemed necessary.

B. Penalty for Late Payments

In the event the Successful Bidder fails to make the required payment as established above, there shall be added, to such payment, a late charge of one half percent (1/2 %).

2.7 CONTACT PERSON

For any additional information regarding the specifications and requirements of this solicitation and resultant contract, please contact: Mike Ramos at (305) 375-5215, email: ramosmi@miamidade.gov.

SECTION 2
SPECIAL CONDITIONS

VENDING MACHINE SERVICES

2.8 VENDING MACHINES

A - TRANSITION PLAN

In the instance that the incumbent vendor is awarded to successor contract their first payment under this solicitation shall represent the amount awarded inclusive of the MMG and AF per machine installed.

In the instance a new successful bidder is awarded the County's Project Administrator will provide a transitional plan to the incumbent vendor. This transition plan shall identify the timeframe for the removal of the incumbent's vending machine(s) on a phased basis. The Successful Bidder shall deliver the vending machine(s) required in conjunction with this solicitation within the timeframe identified in the transition plan provided by the County. Full transition shall not exceed more than XXX days.

The Successful Bidder shall pay a pro-rated MMG and AF per machine based on a 30 day cycle. For example, if the vending machines are removed by the incumbent vendor on the 16th day of the month, then the Selected Bidder shall pay 50% of the MMG and AF.

B - ADDITIONAL VENDING MACHINE

The Successful Bidder shall not add any vending machine(s) without prior written approval from the County's Project Administrator; any such placement of vending machine(s) without proper written approval from the County may be considered default. If the County's Project Administrator authorizes additional vending machine(s) at an individual site, the County shall have the authority and flexibility to select which type of vending machine(s) (beverage, snack/food, ice cream, among others) to add to the site.

In the event that a facility is not equipped (to include but not limited to space configuration, water, electric service), installation expenses will be borne by the successful bidder.

C - REMOVAL/RELOCATE OF VENDING MACHINE

The Successful Bidder shall not remove or relocate any vending machine(s) without prior written approval from the County's Project Administrator; any vending machine that is removed or relocated by the Successful Bidder without proper written approval from the County's Project Administrator is a matter of default. After proper written approval from the County's Project Administrator, the Successful Bidder shall remove or relocate any vending machine within XXXX business days.

2.9 DEFFICIENCIES IN WORK

- At completion (installation of machines and/or refurbishments of goods), the Successful Bidder shall thoroughly clean up all areas where work has been involved as mutually agreed with the County's Department Project Manager. All unusable material and debris shall be removed from the premises.

SECTION 2
SPECIAL CONDITIONS

VENDING MACHINE SERVICES

- The Successful Bidder shall repair and/or replace any vending machines within twenty-four (24) hours after the County advises, that are not in working order; meaning vending machine is not functioning properly as it was meant to do. The Successful Bidder shall bear all costs of any such repairs or replacements. Saturdays, Sundays and holidays shall be excluded from the 24-hour threshold – eg. Machines reported inoperative at 1:00 p.m. on Friday must be repaired/replaced by 1:00 p.m. on Monday. The Successful Bidder must provide the name(s) and telephone number(s) of the service personnel to the Facility Manager or designated County's Project Administrator so that malfunctions may be reported immediately
- The Successful Bidder shall advise the County's Project Administrator of each malfunctioning vending machine.
- If the Successful Bidder fails to correct the work within the period specified, the County may at its discretion, notify the Successful Bidder, in writing, that the Successful Bidder is subject to contractual default if the repair/replacement is not completed to the satisfaction of the County within forty-eight (48) hours of receipt of the notice. If the Successful Bidder fails to correct the work within the period specified in the notice, the County may place the Successful Bidder on default, and obtain the services of another vendor to correct the deficiencies, and charge the Successful Bidder for these costs through invoicing.

2.10 VENDING MACHINES SHALL BE MOST RECENT MODEL AVAILABLE

The Successful Bidder shall initially install the latest model vending machines with the most current tamperproof non-re-settable meters and any financial accounting systems available. Throughout the term of the contract, the vending machines shall be maintained in a new or like new condition. The vending machines shall conform to all applicable Occupational Safety and Health Administration (O.S.H.A.), State, and Federal safety requirements. All components, including but not limited to assists, wiring, accessory mountings, parts, connectors and adjustments, are to be in accordance with applicable industry standards and recommended practices. The engineering, materials and workmanship shall exhibit a high level of quality and appearance consistent with or exceeding industry standards. Any optional components which are required in accordance with the bid specifications shall be considered standard equipment for purposes of this solicitation. Omission of any essential detail from these specifications does not relieve the Successful Bidder from furnishing a complete unit.

2.11 AMERICANS WITH DISABILITY ACT (ADA)

The Successful Bidder is responsible to comply with all applicable ADA regulations as defined at the following link:

2.12 PURCHASE OF OTHER ITEMS

While the County has listed all major items that it intends to purchase from the vending machines which are utilized by County departments in conjunction with its operations, there are many similar items within the vending machines such as facsimile, copier, phone card,

SECTION 2
SPECIAL CONDITIONS

VENDING MACHINE SERVICES

and other specialized vending services that may be requested by the County during the term of this contract. Under these circumstances, a County Project Administrator will contact the Successful Bidder to obtain a price quote for the similar items. If there are multiple vendors on the contract, the County reserves the right to award these ancillary services to the primary contract vendor, another contract vendor based on the lowest price quote or to bid the items through a separate solicitation.

SECTION 3
TECHNICAL SPECIFICATIONS

VENDING MACHINE SERVICES

3.1 SCOPE OF WORK

The purpose of this Bid Solicitation is to establish a revenue producing contract for Miami-Dade County. The Successful Bidder shall furnish, install, maintain, service, repair and/or replace and stock automatic vending machines for dispensing non-alcoholic beverages, food, food products, candy and other standard vending items the County may designate from time to time throughout the given contract period on a as needed basis.

At the time of award of this bid, the Successful Bidder will be allowed to place beverage and snack vending machines at all locations where beverage and snack vending machines are currently placed. Thereafter, the County retains the right to require the Successful Bidder to add or remove machines as needed. During the term of this contract, the County reserves the right to require the vendor to update machines as needed to meet changing customer requirements, new payment methodologies, and industry standards. In addition, the Successful Bidder may propose to the County additional locations for placing beverage and snack vending machines, and the County retains the right to accept or reject said proposals.

The County may pursue potential partnership opportunities or sponsorship in the future.

3.2 SPECIFIC REQUIREMENTS

The Successful Bidder shall be responsible for ensuring that the vending machines are serviced regularly to ensure that ample stock of products are maintained in each machine during each day the facility is opened for regular business. Each and every machine shall contain non-re-settable meters that record total sales. Failure to maintain these meters in good working order may render the Successful Bidder in default of this contract. The successful bidder shall be required to follow County or facility owner guidance with respect to alterations, physical changes and utility connections. At the conclusion of the contract period, all equipment (not to include location improvements) will remain the property of the Successful Bidder. The Successful Bidder shall keep the vending machines sanitary and clean. The Successful Bidder(s) shall act in a spirit of mutual cooperation with the County.

3.3 REFUNDS

The Successful Bidder shall provide reimbursements for malfunctioning equipment or defective products. The Successful Bidder shall implement and maintain at all times a process that is agreeable to the County for making refunds to customers who insert money into a machine and due to malfunction, receive no product in return. Said system may vary for different locations, e.g. manned vs. unmanned locations.

3.4 PRODUCTS

Products to be stocked and available for purchase from the vending machines shall include but not be limited to non-alcoholic beverages, salty and confectionary ("sweets") snacks, and chewing gum items.

SECTION 3
TECHNICAL SPECIFICATIONS

VENDING MACHINE SERVICES

3.5 FRESH PRODUCTS

The Successful Bidders must provide fresh and high quality products. All such products must be packaged in sealed containers. The County reserves the right to approve all products offered for sale.

HEALTHY PRODUCTS

The Successful Bidder must provide at minimum twenty percent (20%) of the contents of each vending machine in accordance with the following healthy specifications:

- A. Beverage criteria
 1. Water, no limit on size
 2. Non-fat or 1% low fat milk (8 oz and 150 calories maximum)
 3. 100% fruit or vegetable juice (8 oz and 120 calories maximum)
 4. Sports drinks with less than or equal to 100 calories
 5. All other non-caloric beverages, including diet sodas

- B. Snack/Foods criteria
 1. Item shall contain no more than 250 calories
 2. Item shall contain no more than 35% of calories from fat with the exception of nuts and seeds
 3. Snack mixes and other foods in which nuts are a part must meet the 35% standard
 4. Item shall contain no more than 10% of calories from saturated fat, no trans fats added during processing (hydrogenated oils and partially hydrogenated oils)
 5. Item shall contain no more than 35% total weight from sugar and caloric sweeteners with the exception of fruits and vegetables that have not been processed with added sweeteners or fats
 6. Item shall contain no more than 360 mg of sodium per serving

A minimum of one item per machine shall meet the FDA definition of "low sodium" (less than 140 mg per serving) and at minimum 2 grams of dietary fiber. Items that meet nutrition standards shall not be priced higher than the items that do not meet the standards.

3.6 PRODUCT PRICE POSTING

The prices shall be in clear view on each vending machine. The County shall be the sole judge of sign quality, size of letter.

3.7 PRODUCT PRICE SCALE

The Successful Bidder shall establish and maintain prices in accordance with industry standard. The County shall approve any request for product price increases. The County may request, as it deems necessary, a product price report for snacks and beverages or both.

SECTION 3
TECHNICAL SPECIFICATIONS

VENDING MACHINE SERVICES

3.8 COUNTY REQUIREMENTS

The County will provide water, electricity, lighting, and air-conditioning services of designated premises. The County will not be liable for temporary interruption thereof on account of breakdown, power failure, scheduled outages or like causes.

The County will provide and dispose of containers for trash and recyclable items and shall arrange for pest contract services in the vending area. Additional pest control services occasioned by failure of the Successful Bidder to maintain machines in a clean and sanitary condition shall be charged to the vending contractor.

3.9 SALES COLLECTION, SALES REPORTING, AND AUDITING RIGHTS

The Successful Bidder(s) shall collect vending machine revenues.

In addition to the Monthly Payment Report, as described in Section 2.6 (A) "Payment", the Successful Bidder(s) shall provide a Product and Sales Report to the County on an annual basis, or at other times upon request. (Separate reports may be requested individually for snack and beverage sales.)

The Product and Sales Report shall be computer-generated in a Microsoft Excel format, styled in columns, each headed with the following information and sorted by location. 1) name and address of facility; 2) machine serial number; 3) location within the facility or complex 3) number of products sold for month reported; 4) total sales for the month with tax information broken out; and 5) dollar reading of non-resettable meter. The report should also include removal or replacement of machines in and out of County facilities. The County may also require the vendor to provide sales information by grouped location. These reports may be transmitted electronically via e-mail, or submitted on computer diskette, flash drive or other electronic media. The County may request changes to the report format or request additional reports as deemed necessary.

For informational purposes only, a sample of the reports and a retail price list should be submitted with the bid.

All books and records related to the contract must be made available for inspection and audit without notice. Records must conform to generally accepted accounting principles (GAAP) as promulgated by the American Institute of Certified Public Accountants. Violation of this procedure may result in re-procurement charges, restitution, and/or termination.

Note: Miami-Dade County reserves the right to contact the Successful Bidder for random audits on the reporting of meter reading on any vending machine.

Additionally, each and every machine shall contain non-re-settable meters that record total sales. Maintaining these meters in good working order is a requirement of any contract issued as a result of this solicitation. Failure to comply with this requirement shall be a matter of default. The County may periodically and randomly - at any time, and without

SECTION 3
TECHNICAL SPECIFICATIONS

VENDING MACHINE SERVICES

advising the Successful Bidder(s) ahead of time - observe the filling and removal of product and monies from machine as it deems to be in the best interests of the County.

3.10 COUNTY INSPECTION

The Successful Bidder agrees that the County shall have the right to witness the filling and removal of all products and money from any and all machines if so desired.

MIAMI-DADE COUNTY

BID NO.:

SECTION 3
TECHNICAL SPECIFICATIONS

VENDING MACHINE SERVICES

ATTACHMENT A: Sales Report by Zones

SECTION 4
BID SUBMITTAL FORM

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983

OPENING: 2:00 P.M.
, 2013



**PLEASE QUOTE PRICES F.O.B. DESTINATION, FREIGHT ALLOWED, LESS TAXES,
DELIVERED IN MIAMI-DADE COUNTY, FLORIDA.**

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by: ISD/PM Date Issued: This Bid Submittal Consists of
Pages through

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of the Clerk of the Board at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

Title:

A Bid Deposit in the amount of the total amount of the bid shall accompany all bids.

A Performance Bond in the amount of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County.

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE:	
Procurement Contracting Officer:	

FIRM NAME _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES AND AFFIDAVITS.

FAILURE TO SIGN THE BID SUBMITTAL FORM IN SECTION 4 WILL RENDER YOUR BID NON-RESPONSIVE.

SECTION 4
 BID SUBMITTAL FOR:

FIRM NAME: _____

Item #	Description	Quantity	Unit of Measure	Unit Cost
1(A)	Monthly Minimum Guarantee for 250 Vending Machines or Less for Zones 1, 2 & 3 in the aggregate.	60 -months	Monthly	\$ Per month
1(B)	Access Fee Per Vending Machine for Zone 4.	43 -machines per month	Each	\$ Per machine

SECTION 4
BID SUBMITTAL FOR:

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

TITLE OF OFFICER: _____